

## INSTRUCTIONS FOR COMPLETING THE *NOTICE OF MORATORIUM ON NON-FORESTRY USE OF LAND*

**The form and recording fee are NOT required if any of the following apply:**

- 1) You indicated “intend to convert to non-forestry use” on your FPA/N, or;
- 2) Your FPA/N is on land “designated as forest lands of long term commercial significance”, or;
- 3) You are submitting with your FPA/N an approved Conversion Option Harvest Plan (COHP).

**NOTE: The State recording act standards apply to this form and they must be followed in order to have this form recorded at the county courthouse. Do not write or make any mark in the margins, or the form will be rejected. If the moratorium form applies, your FPA/N cannot be accepted without an acceptable moratorium form. A separate form and separate fees are required for EACH county, the FPA/N is located in.**

1. The county recording fee for this form is currently set at \$20.00. Please make sure your printer is set up with these margins:
  - a. The first page needs a minimum 3 inch margin at the top (the return address can be in this 3 inch margin), and a minimum 1 inch margin on the bottom and the sides
  - b. Additional pages need a minimum 1 inch margin on all four sides
2. Copies of this form can be obtained through the website <http://www.dnr.wa.gov/forestpractices>, or from any Department of Natural Resources (DNR) region office shown on page 2.
3. Use the Landowner’s name and address (no address labels), from box #1 on the Forest Practices Application/Notification (FPA/N) form, in the “When Recorded Return To:” section, located at the top of the form. This is the address the form will be mailed to after it is recorded by the county.
4. The legal description must only cover the FPA/N operating area (in most cases this will not be the entire ownership). This is the area that is subject to the moratorium. This must match the legal description on the DNR FPA/N form and Activity Map. **IMPORTANT: Refer to your tax statement for the correct parcel or account number. Any questions about the legal description or parcel number should be directed to the County Assessor’s office. If you own multiple parcels and you are unsure which parcel number applies to your proposed forest practice, please verify with the County Assessor’s office prior to submitting your FPA/N.**
5. DNR will complete the FPA/N number and approval date sections on the form.
6. If you wish to record attachments, they must meet the recording act standards. Additional pages will require additional recording fees. Check with the county auditor prior to adding attachments.
7. After your FPA/N is approved by the DNR, the DNR will forward this *Notice of Moratorium* form(s), along with the \$20.00 fee, to the appropriate county(ies) to be recorded at the auditor’s office.

DNR REGION OFFICES and COUNTIES SERVED: (DNR Business hours: 8:00 AM to 4:30 PM)

**Central Region**

1405 Rush Road  
Chehalis, WA 98532  
(360) 748-2383

Counties: Thurston, Lewis, Pacific, south half of Grays Harbor

**Northeast Region**

225 S. Silke Road  
**Mail:** PO Box 190  
Colville, WA 99114  
(509) 684-7474

Counties: Lincoln, Spokane, Stevens, Pend Oreille, Ferry, Okanogan

**Northwest Region**

919 N. Township St.  
Sedro Woolley, WA 98284  
(360) 856-3500

Counties: Whatcom, Island, San Juan, Skagit, Snohomish

**Olympic Region**

411 Tillicum Lane  
Forks, WA 98331  
(360) 374-6131

Counties: Clallam, Jefferson, north half of Grays Harbor

**South Puget Sound Region**

950 Farman St. N.  
Enumclaw, WA 98022  
(360) 825-1631

Counties: Pierce, King, Kitsap, Mason, Lewis

**Southeast Region**

713 Bowers Road  
Ellensburg, WA 98926  
(509) 925-8510

Counties: Adams, Benton, Douglas, Chelan, Franklin, Grant, Kittitas, Yakima, Klickitat, Walla  
Walla, Columbia, Whitman, Garfield, Asotin

**Southwest Region**

601 Bond Road  
**Mail:** PO Box 280  
Castle Rock, WA 98611  
(360) 577-2025

Counties: Clark, Cowlitz, Skamania, Wahkiakum